

January 22, 2014

The Board of Commissioners held its regular meeting January 22, 2014 in the Forand Manor Conference Room – at 5:30pm for the following reasons:

1. Meeting Called to Order

2. Roll Call

3. Public Comment/Resident Concerns

4. Approval of Minutes of Previous Meeting of December 18, 2013

5. Executive Summary

- Grant Funding Update**
- Pest Control**
- SEMAP Submission**
- Modernization and Funding Obligation Updates - CFP**
- Upcoming Conferences - NAHRO/NERC/PHADA**

6. Consent Agenda – Department Reports

- Financial Management**
- Housing Management**
- Leased Housing**
- Facilities Management/Modernization**
- Resident Services**

7. Section 8 – Fire Protection/Alarms

8. Public Housing Laundry Services

- 9. Longevity – RI State Pension Plan
- 10. CFHA – Audit Governance
- 11. Adjournment

The meeting was called to order at 5:30pm by Chairman, Cornelius Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present	Absent
Cornelius Flynn, Chairman	Paul Charette, Commissioner
Gladys Burns, Vice Chairperson	
Julio Castillo, Commissioner	
Lucia DaGamma-Therriault, Commissioner	
Tina Sullivan, Executive Director	
Paula Llera-Delgado, Executive Administrative Assistant	
Ray Marcaccio, Attorney at Law	

Others in attendance

Chief Robert Bradley, Central Falls Fire Department
Denis Constantineau, Wilfrid Resident

Public Comment or Concern: None at this time

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of 1/22/2014.

There being no questions or concerns, a motion was made by Commissioner DaGamma-Therriault to approve the special meeting minutes of 1/22/2014, the motion was seconded by Vice Chairperson Burns and carried by all present.

Executive Summary

Executive Director Sullivan discussed the Executive Summary Report, with only a few updates. All departments are operating smoothly.

Executive Director Sullivan mentioned the Authority successfully received the Family Self Sufficiency Grant in the amounts of \$62,388.00. Executive Director Sullivan explained that the Authority applied for the security Grant through the DEA, which is a highly competitive grant this year.

Executive Director Sullivan explained that the Authority is currently working with its architect to develop plans to renovate the Annex apartment kitchens. The goal is to have this project out to bid no later than March 15, 2014.

The Executive Director has been named temporary Vice Chairperson for the Professional Development of the NERC/NAHRO Organization, and also has been named Vice Chairperson of the Quality Assurance Committee for the National NAHRO Professional Development Committee.

The Executive Director provided the Board with a list of upcoming conferences and who is attending.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion was made by Commissioner Da-Gamma-Therriault to accept the Executive Summary, seconded by Vice Chairperson Burns and passed by all present.

Consent Agenda:

The Executive Director provided an update of upcoming and ongoing projects at both manors.

Public Housing:

Unit turn over average for January, 2014 is as follows:

Forand Manor – 8.9 Days

Wilfrid Manor – 23.7 Days

Fiscal Year up to January 13, 2014

Both Buildings Average 12.8

Tenant Concerns – There were numerous issues with the Annex elevator causing it to be out of service on numerous occasions. Eagle Elevator did come in the following week and replaced the computer board no further issues were reported to the office.

Issues with the tenants smoking in the buildings continue to be an ongoing issue. Management and Legal attorney continue to monitor.

Wilfrid Manor

The flooring and painting of the common area hallways has been postponed due to other projects that need prior attention.

The replacement of the Heat Boilers/Hot Water Boilers at Wilfrid Manor was completed.

Forand Manor

Balcony Repairs have been completed.

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The flooring and painting of the common area hallways has been postponed due to other projects that need prior attention.

Security Door System at the main office and the executive offices were completed, as well as the tinting of the windows.

Forand Annex:

The Authority is currently working with its architect to develop plans to renovate the apartment kitchens. Plans are 80% complete. It is the goal to have this project out to bid no later than March 15, 2014.

Maintenance/Modernization:

CFHA staff at the Authority is in the process of developing the 5 year Modernization Plan. As part of this project the Authority are reviewing the current modernization plan as well as meeting with maintenance staff to determine the projects that will need to be completed in the upcoming years based on age of work needed, and its necessities.

After much discussion Chairman Flynn asked if there were any comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion to approve Vice Chairperson Burns made a motion to accept the consent agenda, seconded by Commissioner DaGamma-Therriault and passed by all.

Section 8 – Fire Protection/Alarms:

Chief Robert Bradley went into great detail regarding an update from The Rhode Island Division State Fire Code, and also provided the Board of Commissioners with a copy of the letter received from Deputy State Fire Marshall Scott Caron, which was dated January 7th, 2014. The letter informed the CF Fire Department that wireless battery operated smoke, Carbon Monoxide (CO) and combination CO/Smoke detectors are allowable in three family apartment houses, which was not the case prior to Jan.7th of 2014. The wireless detectors must have capability to activate other detector within the same apartment. The wireless detectors must have the capability to activate other detectors within the same apartment. The wireless detectors in other apartments or common areas have to be separate and not activated by detectors from another apartment. The property owners are fully responsible to maintain the operation of these detectors at all times.

Executive Director Sullivan explained that the Housing Authority allows the landlords a 6 month extension to comply with the local and state law without abating the monthly rent.

Public Housing Laundry Services:

The Laundry Service Contracts for both buildings expire in May 2015. Executive Director Sullivan explained that it will be brought to the board at a later date for discussion.

Longevity-RI State Pension Plan:

Executive Director Sullivan explained that the Housing Authority has not been applying longevity payments to the retirement system also known as RI/TIAA CREF since May 2010. The Housing Authority is in the process of compiling data to confirm amounts owed by the employee, and also the Housing Authority.

CFHA – Audit Governance:

Executive Director Sullivan gave a copy of the letter received by the yearly auditor, and asked if there were any concerns or issues to supplied the BOC

Executive Session:

No session at this time.

There being no further business, questions or concerns to come before the board, a motion was made by Commissioner Castillo and seconded by commissioner DaGamma-Therriault to adjourn the meeting at 5:55pm. The motion was carried by all.